

## Dementia Care Specialist Position Description

### Qualifications:

Bachelor of Arts or Science degree is required, preferably in the health or human services related field; a master's degree (preferred)\*

- At least one year of full-time paid experience working directly with multiple people with dementia and family or informal caregivers (for example, providing direct care, caregiver support, support group facilitation, residential care management, home care)\*
- Expertise and knowledge regarding older adults, dementia, dementia care and support, family and informal caregiver needs, and challenging behaviors
- Skills and experience in facilitating small group learning and discussion programs
- Experience with family caregivers of people with dementia and family dynamics
- Experience in developing collaborative relationships, preferably with community organizations and health care professionals
- Competence in public speaking and engaging community members and professionals
- Ability to provide culturally competent services and supports
- Ability to function independently and be resourceful in the roles undertaken
- Ability to adjust work hours to meet with program participants and to provide community and employer outreach and educational programs
- Basic computer skills, including the ability to record and report program data and information
- Valid Wisconsin driver's license and the ability to travel for community events and to make home visits

- \* ADRCs **must** request a [waiver of education and experience](#) requirements for candidates considered to have achieved equivalent qualifications via alternative means **before** the candidate is hired. Requests should be submitted to [DHSRCTeam@dhs.wisconsin.gov](mailto:DHSRCTeam@dhs.wisconsin.gov). Approval of waiver requests is at the discretion of the department.

### Duties and Responsibilities:

- Develop referral relationships with physicians, dementia diagnostic clinics, and other health care providers.
- Provide dementia-specific consultation and technical assistance related to cognitive screening and individual and family caregiver issues to adult protective services (APS) agencies, crisis response systems, county and tribal aging offices, aging and disability resource center (ADRC) staff members, and other county agencies, as requested.
- Provide at least two approved evidence-based or evidence-informed interventions, one specifically designed for family caregivers, as part of ongoing activities. Maintain fidelity

## ADRC Dementia Care Specialist Program Sample Job Description

to the intervention model and accommodate families' schedules for meetings (for example, evenings and weekends, when necessary).

- Provide volunteer training and guidance to expand the reach of the goals of the Dementia Care Specialist (DCS) Program.
- Collaborate actively and develop referral protocols with local, regional, and statewide dementia organizations, including the Wisconsin Alzheimer's Institute diagnostic clinics, the Alzheimer's Association chapters, and the Alzheimer's and Dementia Alliance of Wisconsin.
- Offer and provide person-centered support when memory screens are positive to assure opportunities for follow-up with a primary care provider are available in accordance with the individual's preferences.
- Offer and provide dementia care consultations for individuals with dementia and/or their caregivers. Coordinate with other ADRCs, county and tribal aging units, APS, and other county staff members and be available for joint or independent home visits.
- Serve as a catalyst for developing and implementing strategies to create and sustain dementia-friendly communities in the ADRC service area.
- Provide outreach and awareness to professionals, employers, organizations, and the general community about the ADRC and available dementia services.
- Maintain current knowledge of dementia, research findings, new evidence-based interventions, and other innovations for people living with dementia and their caregivers.
- Participate actively in DCS statewide and regional meetings and training programs. Assist colleagues by sharing experiences. Mentor new DCS staff and provide materials and products to other ADRCs, as requested. Provide conference workshops as requested and appropriate to increase the awareness of dementia and available services.
- Complete 100% time reporting, collect and report program data, and contribute to DCS program evaluation.